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ABSTRACT

Procedures for hiring teachers for preschool cooperatives are described. Resources for finding suitable teachers are city or State councils of parent cooperative preschools, newspapers, personal contact, and announcements at local meetings. A teacher application form should be sent to the applicant and returned before the personal interview. Concerns of both the school and the applicant are important considerations in selection. Professional personnel should be involved in the interview, which may take place at the school or home of one of the members. Materials should include application form information and school manual information as well as prepared questions to ask the applicant. Know the next step beyond the interview so you can inform the applicant. Summing up the interview involves making notes, discussing and evaluating. A sample application form is given. (DJ)

TEACHER'S CONTRACT ..... SUGGESTED CLAUSES

This agreement entered into by the ..... School and ....., emplo
shall be a contract of e
19___ to 19 ___ subject
of the ..... Sc

The school year shall co
.....

The salary for the term
per ..... payable i
the last working day of each month.

NURSERY TEACHER WANTED
AFTERNOONS ONLY- 1-3 P.M.
20 CHILDREN- 4 YEARS OLD.
PLEASE SEND RESUME TO:
BOX K4127*DAILY STAR.

The duties of the employee shall be as described in the attached Job Description.

Teacher Hiring

The teacher shall be in charge of the planning and execution of a good preschool program for the age group represented, and shall supervise assisting staff and mothers in the carrying out of this program.

She shall give a reasonable amount of time to parent-teacher interviews and the planning of the parent educa-

ttendance of children,

rts on the progress of
he progress of the school
s requested.

l of any child for reasons
se.

She shall attend all parent meetings and executive meetings.

She shall attend suitable Teachers Workshops or Conferences or Courses by agreement with the executive, the fees to be paid by (teacher or school).

Schoo ing shall be carried out in a manner to provide the rt possible for parents and children. (Describe ind tine). Th pl carrying o i

PCPI PARENTS CHILD TEACHER

Parent Cooperative Preschools International

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Teacher Hiring
Parent Cooperative Preschools International, 1967
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This booklet is provided for parents and educators
that they may prepare the child of today for
his role in the community of tomorrow.

P2 006 715

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Membership in Parent Cooperative Preschools International helps to:

* promote interchange of information among parent cooperative nurseries and kindergartens
* promote community appreciation of the increasing need for parent and preschool education
* encourage continuing education for teachers and parents
* promote desirable standards for the programs, practices and conditions in parent cooperative preschools
* study legislation designed to further the health and well-being of children and families
* cooperate with family living, adult education, and early childhood organizations in the interest of more effective service relationships with parents of young children

Other booklets available from the PCPI library of service materials include:

* PCPI Membership Information Packet -- free
* Complete PCPI Guideline Packet
* Is This For My Child?
* Orientation
* Publicity
* Teacher Hiring
* Starting a Cooperative Nursery or Kindergarten
* Safety in the Preschool
* Learning Together

Other titles will soon be forthcoming. For membership information and a complete publications and price list, write:

PCPI
20551 Lakeshore Rd.
Baie d'Urfe
Quebec, Canada

Teacher Hiring

There are several resources you can tap to help you in your search for a suitable teacher..

Use your councils. Contact your city council of parent cooperative preschools or your state council or Parent Cooperative Preschools International. They may give you names of places to contact and help on teacher hiring and interviewing.

EDUCATIONAL

HAPPY DAYS COOP needs a teacher for the new afternoon class, starting in September. For more information, call the chairman, Mrs. Jane Dawson, at 286-2397.

January 1971 - July 1971
11 a.m. - 5 p.m.
Experience in Preschool Education
Apply
20551 Lakeshore Rd..
Baie d'Urfe
or
453-3291

Newspapers. An advertisement in a suburban or city paper will reach persons seeking this type of position. You may find persons recently moved into a community who have the necessary skills for this position. State in your advertisement the name of your school, person to contact, brief outline of teacher's duties (age of children, number of days) and salary, if you desire. If you give a box number for a written reply ask for teacher training, experience and age and references.

Try personal contact. Sometimes you may find teachers within your own school. These may be persons with nursery education training, mothers of your group (maybe alumnae) who know about parent cooperative procedures and would be most valuable to your group. A phone call or notice to your alumni may help, as well as contact with the present members.

Make announcements at local meetings of Home and School, churches, etc. Send written notices of the teacher opening to other schools and councils. Listings of teacher positions could be given in council newsletters.

Someone is Interested

A teacher application form should be sent to the applicant and returned before the personal interview. It should contain the following information: Name, address, date, birthdate, training for nursery education and parent education (degrees, colleges, years, workshops, additional credit courses), experiences in nursery education and parent education (schools, date of work, position in school, volunteer as well as pro-

fessional work) and family history (husband's name and occupation, children, ages and sex) and at least three references.

With the teacher's application, send general information about your school. This could be a flyer giving the location and meeting days, ages of children, etc. This will be your first chance to give the applicant an impression of your school.

Concerns of the School

Does this teacher have the necessary training and experience for this position? Consult local authorities to be sure you understand what training is needed for your teacher, so that your school can qualify for preschool licensing. Does this person have preschool children? If so, will one be in the school? Later during the interview find out if this teacher will understand the possible problems involved when her own child is enrolled as a member within the group. If there are school age children you will want to know of plans for their care when they are ill and at home on teaching days.

Concerns of the Applicant

Is this a stable group with reliable persons working under a sound organizational structure? Do they have professional procedures for good group-teacher relationships? Will I have a written contract? Is the group financially stable? Is this parent cooperative preschool a licensed school? Are they a member of the local council of parent cooperatives, or of PCPI or local nursery education group? Do they have any written materials to help me understand their group and procedures?

What are my responsibilities for the children's program? What are my working days and the time for each day? Do the parents assume responsibility for the maintenance of equipment? Do the parents arrange for the parent assistants or is this my job? Are professional nursery education standards upheld in this school? Does the group use consultant service for special problems of children? Does the group carry

insurance for children, parents and teacher? If so, is it adequate?

What is my responsibility for parent education? How many and what meetings of parents am I expected to attend? Am I to attend board meetings? Is there planned orientation for the new parents in the parent cooperative preschool? What are the plans for continuing parent education, such as pre- or post-session conferences with parent assistants? Do I get paid for time spent with parent conferences? Is there a school newsletter? If so, is the teacher given some space for communication with the group?

Some of the above items can be taken care of during the first screening process, and then again some will be taken up during the interview. These are some of the major concerns of both the school and the teacher. If both the school and teacher seem compatible with each other, then plans should be made for the interview, setting a definite date and place.

Interviewing

Who should interview the prospective teacher? This will vary from school to school but one principle to keep in mind is to include professional personnel--a council representative, a social worker or a Family Life Consultant, or a teacher-parent. Even if you do have what you feel is the ideal personnel for interviewing, it is still difficult to really evaluate a person. Therefore it is necessary to have a trial time of teaching so that either the teacher or the school may change its contract. Two or three persons make up a workable interview team so that the prospective teacher does not feel overwhelmed.

The place of the interview could be the school, the home of one of the members, or any comfortable room. It is best to plan from one-half to one hour for the interview. If more than one prospective person has been planned for interviewing, allow at least a half hour between sessions. This will give time for an evaluation of one prospect before the other one arrives. Plan to have an uninterrupted time for the interview. If mothers need to bring children, have someone who can keep the children happy and out of the interviewing room. Light refreshments will provide a relaxed atmosphere.

Are You Ready?

Have on hand the written application filled in by the applicant, and notes from any other communications. Those present should be aware of this information to make the best use of the interview time.

Have ready for the interview a school manual (including materials on program, school by-laws, parent education, etc.) If you do not have a school manual, gather the mimeographed material that covers these subjects so you can give this to the applicant. Know about the benefits for teachers--sick days, leaves for workshops, and teacher insurance. Know salary for teacher, amount and when paid and how it is paid and by whom, and necessary deductions. You may find this information in the teacher's contract form. Know procedure for giving the contract, probationary periods of teaching set up by your school. Be prepared to give some of this material to the prospective teacher so that it can be read later.

What are Your Goals?

What do you want to know about your applicant? Write down the questions that you want to ask. Arrange the wording so that the questions will give you the desired answers. Some typical questions might be:

1. What is your philosophy on the separation of the child from the parent when the child enters the nursery school situation?

2. What are some ways you would handle a very aggressive child in the nursery group?

3. How do you feel about teaching children with the cooperation and help of parents?

4. Describe a typical morning's activities with a group of 3 or 4 year old children.

5. Why are you interested in teaching nursery school children in a parent cooperative?

Your questions will depend on your goals and the further information you need beyond the written application for the position. If you feel confident that the applicant has excellent training and experience with young children, you might ask more about personal relationships with children. Relationships with parents is very important in parent cooperatives. Find out if there is an awareness of the problems of parents and an acceptance

of their mistakes within this unique preschool program. You do want to be sure the applicant has specific training to teach the children in your group. If your prospect needs more training, find out if there is a willingness to continue education work.

Know Your Next Step

When you have approved your applicant as a teacher, do you go to your board for their approval? Know about plans for introducing the new teacher to the membership. Consult your president or board about these future steps before the interview.

The Interview

If you have made the previous suggested plans, you should find the interview a pleasant experience. We cannot judge people, but we can try and communicate with each other without being judgmental. Remember that the prospective teacher may feel ill at ease with this situation as much as you may feel that way. Each one of you will have on your company manners. Keep in mind your goals, do not over-extend the time. Have a check list with your questions. Having more than one person interviewing helps later when you try to remember what has been said. Avoid note taking during the interview so that it can be as informal as possible. After you have finished your questions, and answered the applicant's questions, give information about future procedure. Go over all the interviews for prospective teachers before making a decision.

Summing Up

Now make your notes, discuss and evaluate. Check to see if you have achieved your goals. If this is to be your teacher, let her know and make plans for her to meet with your whole membership. Give her your support, give her many opportunities to communicate with you and see that you keep your promises to her, too.

PS 00615

SAMPLE APPLICATION FORM

NAME: DATE:

ADDRESS: TELEPHONE NO:

EDUCATIONAL BACKGROUND:
(a) Formal -
(b) Additional Courses
- pertaining to education
- other

EXPERIENCE: (please specify places and dates)
(a) Teaching:
(b) Other job experience, professional or volunteer:
(c) Special skills:

REFERENCES: (omit if currently employed for co-op)
(a) Personal: Name: Address or telephone:

1.

2.

(b) Professional:

1.

2.

PRESENT STATUS:

Age: _____ Single _____ Married _____ Ages of children _____

If currently teaching: NAME OF SCHOOL:

POSITION:

HEALTH STATUS: Date of last Medical Checkup: Physician:
Can you obtain a statement of good health?
Date of vaccinations _____ Smallpox _____ Polio ____
Date of last TX X-ray

TYPE OF TEACHING YOU FEEL QUALIFIED FOR: Full-time_____ Half Time_____

Nursery School:	Kindergarten:
Supervisor -	Supervisor -
Assistant -	Assistant -
Trainee -	Trainee -
Supply -	Supply -